



JOB ANNOUNCEMENT

Public Relations Specialist II, Assistant to the Director Administration

Starting annual salary: \$43,509.31

Application deadline: April 21, 2023

The Mississippi Department of Archives and History is recruiting a Public Relations Specialist II, Assistant to the Director, to serve in Administration. This work is highly professional and works under the supervision of the Director of Public Engagement and the Department Director. The candidate will work closely with the MDAH Board of Trustees, division directors, department staff, and other agencies/institutions and will manage special projects, initiatives, and events as needed.

The incumbent:

- Provides administrative support to the department director.
- Provides administrative support to the MDAH Board of Trustees.
- Compiles MDAH annual report.
- Manages executive files.
- Writes remarks for speaking engagements and events.
- Writes resolutions of commendation/condolence, correspondence, and nominations.
- Coordinates logistics for annual out-of-town board meetings and other meetings.
- Manages the filing of administrative procedures with the Secretary of State.

To be successful in this role:

The candidate should demonstrate leadership, possess excellent writing and communication skills, and have the ability to work effectively with a variety of people.

Education and experience must meet the following criteria:

A Bachelor's degree from an accredited four-year university or college, at least one year of related experience, and knowledge of Microsoft Office Suite and Acrobat Adobe Pro (preferred but not required.)

To apply for this position, submit an online application via the Mississippi State Personnel Board, or for more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal opportunity employer.